

24 November 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
24 November 1981

1. D/ODP and DD/ODP toured the TRW CAMS and Credit Union buildings on 23 November 1981. Questions raised during the tour concerning security, space and furniture will be addressed to the appropriate components for resolution.

2. A meeting at Headquarters building with representatives from the Office of Communications, ODP and the Office of Logistics, will convene at 1100 hours on 25 November to discuss Credit Union building space requirements for the Office of Communications. ODP takes the strong position that space currently occupied by OC at the Credit Union building should be adequate to support both Credit Union and ODP needs. [redacted] will represent ODP at this first formal session.

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SIGNIFICANT EVENTS FOR THE COMING WEEK

Aside from possible significant weight gains from overeating.... Discussion with Office of Logistics on landscaping at the Credit Union building will be actively pursued due to a very short deadline imposed on OL to come up with proposed drawings for office and work areas at the Credit Union building.

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[redacted]
Chief, Admin Staff